

## LANCASTER COUNTY RESIDENTIAL PROPERTY APPRAISER

### NATURE OF WORK

This is responsible technical work assisting in the appraisal of residential property in Lancaster County.

Work involves responsibility for assisting in the appraisal and assessment of residential property. Work also involves determining property value through the application of established procedures and standards which include: physical inspection of the property; researching appropriate data; interviewing property owners; preparing field sketches; determining property classifications; and utilizing a variety of valuation techniques. An employee in this classification uses independent judgment with work decisions made in accordance with department policies and procedures, and in accordance with state statutes. Supervision is received from the Appraisal Supervisor or other administrative superior with work being reviewed through conferences and results achieved. Supervision may be exercised over subordinate employees.

### EXAMPLES OF WORK PERFORMED

Prepare property appeals for hearing and represent the County Assessor at the County Board of Equalization hearings; assist in the preparation of narrative appraisals of residential properties for Tax Equalization and Review Commission Appeals; review and analyze computer-generated sale ratio reports, statistical reports, appraisal reports and edit reports.

Determine land values of property through the application of established procedures and standards; develop estimates of property value through the application of a variety of appraisal principles and techniques; assist in the preparation of benchmark appraisals utilizing cost, comparative sales and income approaches.

Read and interpret legal descriptions, plat maps, and cadastral maps to determine ownership of land or location of properties.

Participate in the appraisal of residential properties; record a description of the type, class and quality of residential property including improvements, area measurements and other related information; prepare field sketches of a variety of buildings; determine property classifications of a variety of structures.

Answer questions and complaints from property owners; explain departmental policies and procedures and state statutes concerning residential property appraisal; establish and maintain computer records and reports.

Under the supervision of the Appraisal Supervisor, establish and implement uniform and proportionate market value on individual classes and subclasses of residential property.

May supervise and assist in training subordinate employees.

#### DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles, methods, practices and techniques of residential property assessment.

Considerable knowledge of the statutes and ordinances governing residential property.

Considerable knowledge of surveying, mapping, zoning, and architecture as they apply to appraisals.

Knowledge and understanding of statistical modeling concepts and market regression analysis.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials, and the general public.

Ability to gather and document physical data obtained from residential property: land and improvements.

Ability to write technical reports and explain technical information to lay people.

Ability to deal effectively with the general public under adverse circumstances.

Ability to accurately perform mathematical calculations.

Ability to maintain accurate records.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in law, math, business administration, public administration, or related field plus experience appraising residential property.

## MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in law, math, business administration, public administration or related field plus some experience appraising residential property or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

## NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Possession of an Appraiser Registration Certificate issued by the Nebraska Real Estate Appraiser Board.

Approved by: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

Revised 6/01

PS9612